

**BOARD OF HOUSING AND COMMUNITY DEVELOPMENT  
MEETING  
March 22, 2004  
Richmond, Virginia**

Members Present

Mr. James Benson  
Ms. Betty Ann Davis  
Ms. Susan Dewey  
Mr. Thomas Fleury  
Ms. Ann Hunnicutt  
Mr. John Kilgore  
Mr. Dennis Mitchell  
Mr. Doug Thomas  
Mr. Evans Thomas  
Mr. Ken Thompson  
Mr. William Thompson

Members Absent

Mr. Jack Loeb  
Ms. Rene Miller

Call to Order

Ms. Betty Ann Davis, Chairman, called the meeting of the Board of Housing and Community Development to order.

Roll Call

The roll was called by Mr. Stephen Calhoun of the Department's Policy Office. A quorum was present.

Approval of Minutes

A motion was made to approve the minutes of the January 20, 2004 meeting of the Board. The motion was seconded and unanimously passed.

Public Comment

Mr. Steve Shapiro of Hampton, Virginia spoke about the International Building Code (IBC) and the 2003 edition of this Code. Mr. Shapiro encouraged the Board to continue to move forward toward adopting the 2003 IBC.

Report of the Codes and Standards Committee

Mr. Tom Fleury, Chairman of the Committee, reported that all present Board members were in attendance at the Committee meeting and that he had no additional information to report.

Case Decision Procedure

Mr. Calhoun reviewed a proposed procedure for conducting fact-finding and handling requests for investigations of building officials under the Virginia Certification Standards. The procedure would authorize Department

staff to begin fact-finding upon receipt of an Inquiry Request Form. A copy of the procedure is attached to and made a part of these minutes as the Appendix. A motion was made to approve the proposed procedure, the motion was seconded and unanimously passed.

Case Decision Request

Mr. Jack Proctor, Deputy Director of the Building and Fire Regulation Division, reviewed recently received requests for investigations of building officials under the Virginia Certification Standards. Mr. Bill Thompson moved for Department staff to begin the fact-finding procedure for these requests. The motion was seconded and unanimously passed.

Enterprise Zone Regulation

Ms. Shea Hollifield, Deputy Director of the Community Development Division, provided an update on the Enterprise Zone Regulations and recommended a public hearing date on the proposed regulation of May 26, 2004. Mr. James Benson made a motion to accept this public hearing date. The motion was seconded and unanimously passed.

2004 Action Plan

Ms. Nikki Nicholau, Deputy Director of the Housing Division, summarized the preliminary 2004 Action Plan to be submitted to HUD for housing and shelter grants. Ms. Nicholau spoke about workshops held and the recent public hearing. A motion was made for the Department to continue to finalize the Action Plan and submit the Plan to HUD. The Board will review the plan and make amendments to it, if needed, at its next meeting. The motion was seconded and unanimously passed.

Report of the Virginia Fire Services Board

Mr. Bill Thompson reported on the February meeting of the Virginia Fire Services Board held in Virginia Beach. This was a joint meeting with the Virginia Fire Chiefs Association. Mr. Thompson reported on the new committee meeting scheduling used by the Board.

VHDA Report

Ms. Susan Dewey, Executive Director of the Virginia Housing Development Authority, reported on working with DHCD on the HOME Program and on the Commonwealth Priority Housing Fund. Ms. Dewey updated the Board on the federal Low-Income Housing Tax Credit programs. Ms. Dewey also reported on legislation adopted during the 2004 General Assembly session related to authorizing

VHDA to finance mixed use developments (House Bill 825).

Report of the Director

Mr. Bill Shelton, Director of Department reported on recent CDBG awards and ARC award announcements. Mr. Shelton also reported on recent Department program audits.

Mr. Basil Gooden, Principal Deputy Director, reported on the November 15-17 Governor's Housing Conference to be held in Norfolk, Virginia. Mr. Gooden also spoke on fund raising efforts for the Conference.

Legislative Review

Mr. Bill Ernst of the Department's Policy office provided an overview of legislation passed during the 2004 General Assembly session. Mr. Ernst reviewed bills that will affect the Department or that will require Board action. Several handouts were provided summarizing legislation introduced during the session.

New Business

None

Unfinished Business

The Chairman asked for clarification of timing issues related to the Christmas Tree regulations. Mr. Calhoun summarized the process for adoption of Emergency Regulations followed by the adoption of permanent regulations.

Future Meetings

The next meeting of the Board will be Monday, May 17, 2004.

Adjournment

Upon a motion duly made and seconded, the meeting was adjourned.

Board of Housing and Community Development  
P-11-14